



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <i>February 1, 1977</i>	1. Agency Address <i>Department of Human Resources Division of Mental Health & Mental Retard. All M.H.M.R. Regional Hospitals</i>	Application Number <i>77-72 - 77-77</i>	
Application Number <i>DHR-128</i>		Date Received <i>FEB 14 1977</i>	Date Completed <i>MAR 11 1977</i>
2. Person to Contact		Working Title Telephone Number	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____	5. Records Series Title (followed by title used in office; if different) <i>See Attached Listing</i>		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <i>The Division of Mental Health and Mental Retardation administers the programs for mental health, mental retardation, and other developmental disabilities; alcohol and drug abuse; and training and research. This Division is also concerned with community mental health, and the administration of the State mental hospitals and rehabilitation and retardation centers state-wide.</i> <i>Georgia's Regional Hospitals (State-financed Institutions and Medical Centers) provide localized care for old people and their diseases; alcohol and drug abuse clients; mentally ill, retarded and emotionally disturbed people; conduct training and education for persons who work in the various programs of mental health; and carry out research with the objective of determining the causes and possible cures of mental illness.</i> <i>(AGENCY-WIDE APPLICATIONS)</i>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Included are: File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Will J. M. Donohue</i>	<i>1-28-77</i>		
State Records Committee (Signature) Date			
State Auditor/Designee		<i>[Signature]</i>	<i>3-9-77</i>
Secretary of State/Designee		<i>Carroll Hunt</i>	<i>3-8-77</i>
Attorney General/Designee		<i>[Signature]</i>	<i>3-10-77</i>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

- 77-72** Interstate Transfer Files
Documents relating to transferring out-of-state patients to the institution. Included are Request for Interstate Transfer (DMH-3) identifying Receiving State's Interstate Administrator and transferring State's Interstate Administrator; patient's name, alias, diagnosis; type of transfer; patient's personal characteristics; type of admission to include court commitment, criminal charges pending; previous case history; next of kin; and similar and related information; and similar and related documents. Files are arranged chronologically by date received.
- Division Office - (Personal Advocacy) Cut off files at end of each calendar year; hold in current files area seven years; then destroy.
 - * Institution - (Office performing administrative legal duties). Hold in current files area until disposition instructions are received from Division Office (Personal Advocacy); then destroy.
- Copy to be maintained in Patient Medical Record at institution.
- 77-73** Institutionalized Alien Report Files
Documents relating to certification of an Alien becoming institutionalized at Public Expense. Included are Department of Justice, Immigration and Naturalization Service, Form I-234 Certificaton as to Alien Becoming a Public Charge or Becoming Institutionalized at Public Expense describing alien, alien's disabilities, case history, certification clearance and similar and related information. File is arranged chronologically by date of action.
- Hold in current files area until action is completed by the Department of Justice; then destroy.
- Copy may be maintained in Patient Medical Record at institution's discretion.
- 77-74** Guardianship Affidavit Files
Documents relating to the maintenance on affidavit of incompetency examination made under Georgia Code Section 49-604 furnished probate Courts for use in guardianship proceedings. Included are affidavit attesting to incompetency of the individual. File is arranged chronologically by date of action.
- Cut-off file monthly, hold in current files for 3 months; then destroy.
- Copy may be maintained in Patient Medical Record at institution's discretion.
- 77-75** Divorce Affidavit Files
Documents relating to divorce actions of patients in compliance with Georgia Code Section 30-102.11. Included are affidavit pertaining to the divorce action. File is arranged chronologically by date of action.
- Cut-off file monthly, hold in current files for 3 months; then destroy.
- Copy may be maintained in Patient Medical Record at institution's discretion.

*John C. Schuyler - C.S.H.
Paul Hebert - G.R.H.-Atlanta
Louise Stewart - G.R.C.

Kay Jett - G.M.H.I.
Diane Ensinger - W.C.G.R.H.
James B. Craig, M.D. - G.R.H.

Everett C. Kuglar-GRH(Aug)
Eugene C. Jarrett - S.S.H
or Attn: Bill Morris
(Savannah) Mike Owens - N.W. G.R.H.

77-76 Mental Health Patient Hearing Files
Documents relating to maintaining a listing of all mental health and guardianship hearings affecting Patients. Included are listings identifying patient's name, type of hearing, date and time and similar and related information. Files are arranged chronologically by date of hearing.

- Cut off files at end of each calendar year; hold in current files area one year; then destroy.

Copy may be maintained in Patient Medical Record at institution's discretion.

77-77 Petition For Civil Commitment Files
Documents relating to maintaining reference copies of petitions filed with Probate Courts for Civil Commitment. Included are copies of petitions to commit patients to mental health institutions. Files are arranged chronologically by date of filing.

- Hold until hearing is held; then destroy.

Copy may be maintained in Patient Medical Record at institution's discretion.

William J. McDonald
DHR Records Manager

Charles H. Braden
Division

Betty J. Tillery
Inter-State Compact Officer

1-28-77
Date

1/28/77
Date

1/28/77
Date

Department of Human Resources
Division of Mental Health & Mental Retardation
All M.H.M.R. Regional Hospitals

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Hospital Legal Service Staff personnel are responsible for handling administrative requirements relating to legal actions effecting both patients and hospital entity, not requiring the services of the State Attorney General's Office.